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DATE: March 9, 1993

TO: District/Field Engineers
District Construction Engineers
Resident/Project Engineers
District Resource Specialists

FROM: Gerald D. Dobie
Engineer of Construction

SUBJECT: **CONSTRUCTION INSTRUCTIONAL MEMORANDUM 1993-9**
Retention of Records

The Michigan Department of Transportation (M-DOT) has signed a consent agreement with the Michigan Department of Natural Resources (DNR) on bridge painting. The following is an excerpt.

Retention of Records

Upon request by an authorized representative of the DNR, M-DOT shall make available to the DNR all records, logs, and other documents required to be maintained under this Order or pursuant to Act 64, Act 245, or the rules promulgated under these statutes. All such documents shall be retained by M-DOT for at least a period of three years from the date of generation of the record unless a longer period of record retention is required by Act 64, Act 245, or the rules promulgated under these statutes.

Previously, M-DOT was required by statute or by rules promulgated under statutes to only keep copies of test results, manifests, and biennial reports for three years when the material generated was hazardous. As a result of the consent agreement, **ALL** records, logs, and documents from bridge painting projects shall be retained for three years regardless of whether or not the material generated was hazardous.

Retention may be at the site, project office, or central files, as applicable. Examples of some additional items that now must be retained are: contingency plans, training records, weekly inspection logs, correspondence, and landfill receipts. This is **not** an all inclusive example list.

Engineer of Construction

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